

18-2

# **Standard Reports: Report Descriptions**

## **Sections**

Description of HiCAMS Standard Reports

Description of Vendor Standard Reports

**Contract Bill of Materials (BOM) Report**

Lists the materials used on the line items for a given contract. Also shows the following information:

- ♦ How the materials are received in HiCAMS.
- ♦ Whether the conversion factor for each material/line item combination is contract specific.
- ♦ The conversion factor for each material/line item combination.

Criteria selections required to generate the report are:

- ♦ contract number.
- ♦ line item.

The contract description is displayed after contract number is entered.

Generate this report after the contract has been activated to assist personnel entering Contract Tracking data.

**Contract Line Item Quantity Report**

Provides the Line Item, whether the Line Item was created through a Cont(ract) Adj(ustment), if the Line Item is Non – Part(icipating), the Line Item Description, Unit of Measure (UOM), Bid Quantity, Quantity Paid to Date, a blank column for Current Quantity, and a blank column for the payment Reference.

Generate the report for use by the field as a substitute for the main frame CTPO printout.

**Contract Materials Discrepancy Report**

Provides the Bid Quantity, Received Quantity, Accepted Quantity, Paid To-Date Quantity, and any Discrepancy for each material on a contract.

Criteria selections required to generate the report are:

- ♦ Contract number.
- ♦ Material.

- ♦ show zero quantities.

The contract description is displayed, after the contract number is entered.

Generate the report monthly, after running an estimate, in order to check to see if paid quantities of materials are in-line with received and accepted quantities.

### **Contract Materials With Line Items Report**

Provides the Bid Quantity, Received Quantity, Accepted Quantity, Paid To-Date Quantity, and any Discrepancy for each material on a contract, broken down by line item.

Criteria selections required to generate the report are:

- ♦ Contract number.
- ♦ Material.
- ♦ show zero quantities.

The contract description is displayed, after the contract number is entered.

Generate the report monthly, after running an estimate, in order to check to see if paid quantities of materials are in-line with received and accepted quantities at the line item level of detail.

### **Contract Quantities Statistics Report**

Provides a list of line items on each contract and is primarily filtered by the contract number. Optional filters include Material and Criticality, to allow for more specific results.

### **Subcontract Vendor Names & Numbers**

Provides a list of subcontractors on each contract and is filtered by contract number.

Report includes Subcontract Number, Vendor ID, DS Vendor Number and Firm Name.

### **Contract Time Extensions Report**

Lists the Contract Time extensions requested during the life of the project.

Criteria selections available to generate the report are:

- ◆ contract number

All time extensions are displayed including descriptions of extension reasons.

Generate the report for reference, or during completion of the Final Estimate.

### **Contract Tracking Approval Report**

Lists the Contract Tracking records for materials accepted by certification.

Criteria selections available to generate the report are:

- ◆ material
- ◆ contract number
- ◆ date range.

The contract description is displayed, after the contract number is entered.

Generate the report periodically, to track the quantities of materials accepted by certification.

### **Density Asphalt % QAQC**

Displays the percentage of QA tests versus QC tests. Using the “Display Detail” button, displays individual test detail.

Generate the report periodically, (using the date range filter) to track the timing of the QC tests and how often they are being taken.

**Density Asphalt QA Summary**

Displays test summary including test category, date placed, test type, test number, JMF, technicians, status.

Generate the report periodically, to track overall QA test results, using a date range or at the contract level.

**Density Asphalt QC Lots**

Displays Average % Compaction by lot and indicates whether or not a PAR has been initiated on the lot.

Generate the report periodically to ensure that PARs have been initiated on failing lots.

**Density Asphalt QC Lots Cumulative Averages**

Based on filters, will display cumulative average for all QC lots.

Generate the report using a date range to view trends with Paving Contractors, etc.

**Density Asphalt QC Summary**

Displays test summary including test category, date placed, test type, test number, JMF, technicians, status.

Generate the report periodically, to track overall QC test results, using a date range or at the contract level.

**Density Other Summary**

Displays list of Other Conventional and Nuclear tests by contract and material. Indicates number of passing and failing tests by material.

Generate periodically to track overall “Other” test results.

### **Documentation for Negotiated Prices**

Criteria selections required to generate the report are:

- ♦ contract number
- ♦ supplemental agreement number, if there is more than one Supplemental Agreement for the selected contract.

This is the HiCAMS version of the SAND – 1 form used in the Supplemental Agreement process.

### **Field Inspection Reports**

Generates a report that will provide all field inspection tests performed on guardrail, concrete pipe, corrugated metal pipe, precast concrete, stay in place and structural steel.

Available criteria selections are:

- ♦ report type
- ♦ report id
- ♦ contract number
- ♦ contractor
- ♦ report status
- ♦ section code
- ♦ material type
- ♦ inspection result
- ♦ inspected by
- ♦ inspection date range

Generate the periodically to view multiple test results.

### **FIR Notice of Rejection**

Generates a report that will provide all notice of rejections sent as a result of tests performed on guardrail, concrete pipe, corrugated metal pipe, precast concrete, stay in place and structural steel.

Available criteria selections are:

- ♦ report type
- ♦ report id
- ♦ contract number
- ♦ contractor
- ♦ report status
- ♦ section code
- ♦ material type
- ♦ inspection result
- ♦ inspected by
- ♦ inspection date range

Generate the periodically to view multiple test results.

### **Fuel Adjustment**

HiCAMS calculates the fuel price adjustment based upon the quantities paid on each estimate and reports the aggregate amount of the fuel price adjustment on the estimate. In addition to the aggregate amount of the aggregate fuel price adjustment, a report of the current fuel price adjustment by line item should be included with the Contractor's copy of the estimate report.

As pay items may be paid on an estimate period other than the current estimate period, the fuel price adjustment by line item report includes the estimate period, terminal price for that estimate period, and quantity paid on the current estimate (for each estimate period).

Criteria selections available to generate the report are:

- ♦ Contract number
- ♦ Line Item
- ♦ Estimate number

Generate report as part of monthly estimate process.

**IA Rating Counts by Contract**

Displays the rating counts for each test performed by contract.

Criteria selections available to generate the report are:

- ◆ Contract number
- ◆ Division number
- ◆ Overall rating
- ◆ Status
- ◆ Type
- ◆ IA inspector
- ◆ Material
- ◆ Material type
- ◆ Plant id
- ◆ Producer
- ◆ Corr. Date From – To
- ◆ Sample/Placed Date From – To
- ◆ Testing Date From - To

Generate the report for reference.

**IA Rating Counts by Material**

Displays the rating counts for each test performed by material.

Criteria selections available to generate the report are:

- ◆ contract number
- ◆ division number
- ◆ overall rating
- ◆ status
- ◆ type
- ◆ IA inspector
- ◆ Material
- ◆ Material type
- ◆ Plant id
- ◆ Producer
- ◆ Corr. Date From – To
- ◆ Sample/Placed Date From – To
- ◆ Testing Date From - To



Generate the report for reference.

### **IA Rating Counts by Property**

Displays the rating counts for each test performed by property.

Criteria selections available to generate the report are:

- ♦ contract number
- ♦ division number
- ♦ overall rating
- ♦ status
- ♦ type
- ♦ IA inspector
- ♦ Material
- ♦ Material type
- ♦ Plant id
- ♦ Producer
- ♦ Corr. Date From – To
- ♦ Sample/Placed Date From – To
- ♦ Testing Date From - To

Generate the report for reference.

### **IA Sample Progress Report**

Displays a summary of samples taken (either Comparative or Non-Comparative) by contract.

Criteria selections available to generate report are:

- ♦ Contract Number
- ♦ Test Category

### **IA Type Counts by Contract**

Displays the number of tests by type and contract.

Criteria selections available to generate the report are:

- ♦ contract number
- ♦ division number
- ♦ overall rating

- ♦ status
- ♦ type (*required*)
- ♦ IA inspector
- ♦ Material
- ♦ Material type
- ♦ Plant id
- ♦ Producer
- ♦ Corr. Date From – To
- ♦ Sample/Placed Date From – To
- ♦ Testing Date From - To

Generate the report for reference.

### **Material Quantities Across Division, RE, Contract**

Lists comprehensive information on contracts and materials relative to project certification. The report can be filtered by Contract, Administrative Division, Material Type, Material, or Resident Engineer.

### **Minimum Sampling Guide**

Lists the current Material Types in HiCAMS as criteria selections available to generate the report.

Generate the report to display how received information, method of acceptance, certifications required, Authorizing Lab, Test Formats, and Sampling Frequency.

**Note:** *The MSG changes dynamically. The date of the most recent change is displayed in the Last Update field at the bottom of the page.*

### **Minimum Sampling Guide – By Contract**

Lists the current Material Types for a given contract.

Criteria selections required to generate the report are:

- ♦ contract number

Generate the report to display how received information, method of acceptance, certifications required, Authorizing Lab, Test Formats, and Sampling Frequency for the Material Types on a specific Contract.

**Note:** *The MSG changes dynamically. The date of the most recent change is displayed in the Last Update field at the bottom of the page.*

### **Multiple Sample**

Generates a report that lists test results for multiple samples submitted from a producer/supplier.

Criteria selections available to generate the report are:

- ♦ Owning Lab (*required*)
- ♦ Sample Date From – To
- ♦ Field ID From - To

### **QAQC Mismatch Report**

Generates a report that lists QA to QC failure comparisons by reason.

Criteria selections available to generate the report are:

- ♦ Date Range
- ♦ Quarterly
- ♦ Producer
- ♦ Facility

### **QAQC Unprocessed QA Samples**

Generates a report that lists those QA tests that have not been matched against corresponding QC tests through the automated nightly batch process. This report will provide QA lab personnel with the ability to manually track those QC tests which will require some interaction to correlate the appropriate tests.

Click the **Generate** button.

**QAQC Yearly/Quarterly Report**

Generates a report that lists test results for multiple samples submitted from a producer/supplier.

Criteria selections available to generate the report are:

- ♦ By Date Range (enter from/to dates)
- ♦ Quarterly (select quarter, year)
- ♦ Data Type
- ♦ Material
- ♦ Producer
- ♦ Facility
- ♦ Select Detail or Summary Report

Generate report for reference.

**SA/FA Documentation**

Criteria selections available to generate the report include:

- ♦ contract number
- ♦ contract adjustment type (Supplemental Agreement or Force Account)
- ♦ adjustment number/revision
- ♦ print with work order

Page one of the report displays the following information:

1. Description, location, and justification for change.
  2. Estimate of quantities of work info including line item, description, unit of measure, contract quantity, negotiated quantity, contract quantity, contract unit price, negotiated unit price, net change quantity, and net change amount.
- ♦ Page two of the report contains the Basis of Agreement between the NCDOT and the contractor.
  - ♦ Page three of the report contains a Federal Highway Administration approval form for use only by the Construction and Materials branch.
  - ♦ Page four contains the work orders associated with the SA or FA.

- ◆ This is the HiCAMS version of the Form 880 used in the Supplemental Agreement process.

### **Sample Statistics**

Shows the quantity of material paid to-date, the number of samples that should be taken for that quantity of material, the actual number of passing, failing, and pending samples.

Criteria selections required to generate the report are:

- ◆ Contract number
- ◆ Material
- ◆ show zero quantities

Generate the report monthly, after running an estimate, to check to see if enough samples are being entered/approved in HiCAMS to match the paid quantity of material according to the sample frequency on MSG.

### **Second Tier Subcontract Line Item Report**

Displays Line Items and Totals by Second Tier Subcontractor.

Criteria selections available to generate the report are:

- ◆ contract number
- ◆ second tier subcontractor
- ◆ subcontractor can be used to filter the list of second-tier subcontractors.

### **Security Global Report**

Displays the names of staff who have access to various modules/process within HiCAMS.

Criteria selections required to generate the report are:

- ◆ security object

Generate the report for reference.

**Security Groups Report**

Displays the list of modules (security object) that a specific group has access to in HiCAMS, as well as the type of access (inquiry/update).

Criteria selections available to generate the report are:

- ♦ Security Group (defaults to All)

Generate the report for reference.

**Security Objects Report**

Displays the Security Object description and security tag for all areas of HiCAMS.

Criteria selections required to generate the report are:

- ♦ Security Group (defaults to All)

Generate the report for reference.

**Security Officers Report**

Lists the name, job title and location of all HiCAMS security officers.

**Security Staff Report**

Displays the various modules that a specific user has access to in HiCAMS. Also indicates type of access (inquiry/update).

Criteria selections available to generate the report are:

- ♦ Group name (defaults to All)
- ♦ Staff name

Generate the report for reference.

**Staff Relink Report**

Displays the relink sets that have been generated and are pending processing via the weekly automated task that is run by HiCAMS each Sunday evening. Once the

task has completed and staff are merged or deleted, this report is purged until further relink sets are generated.

### **Stockpile Report**

Displays facility, sampled by (M & T) inspector, material, sample ID & date, and the represented quantity.

### **Subcontract Certifications**

Displays subcontracts and second tier subcontracts designated as WB, MB, or DBE.

Criteria selections required to generate the report are:

- ◆ contract number

Generate the report for reference.

### **Subcontract Line Item Report**

Displays Line Items and Totals by Subcontractor

Criteria selections required to generate the report are:

- ◆ contract number
- ◆ subcontractor

Generate the report for reference.

### **Subcontract List**

Displays subcontracts and second tier subcontracts.

Criteria selections required to generate the report are:

- ◆ contract number

Generate the report for reference.

**Subcontract Vendor Names and Numbers**

Displays contract number, DS vendor number, and firm name.

Criteria selections required to generate the report are:

- ◆ contract number

Generate the report for reference.

**Subcontractor History**

Displays the contract number, subcontract number, second tier subcontract number, revision numbers, and the amount.

Criteria selections required to generate the report are:

- ◆ contractor

Generate the report for reference.

**Subcontractors by Type of Work**

Displays the type of work performed by the contractor.

Criteria selections required to generate the report are:

- ◆ contractor

Generate the report for reference.

**Summary of Pay Record Quantities**

Lists the pay record quantities for all line items in a contract by work order number. Also displays Pay Record Book number and page number.

Criteria selections available to generate the report are:

- ◆ contract number
- ◆ line item
- ◆ estimate number



- ♦ pay record date range

Generate the report for reference as a part of the partial and final estimate processes.

### **Summation of Ticket Books**

Lists the ticket books for contract line items. Criteria selections available to generate the report are:

Criteria selections available to generate the report are:

- ♦ contract number
- ♦ line item
- ♦ estimate number
- ♦ pay record date range

Generate the report for reference or as a part of the partial and final estimate processes.

### **Temporary Source Document**

Lists all entries made into temporary record books by contract and work order. The report displays the line item, description, source document, book number, page number and quantity.

Criteria selections required to generate the report are:

- ♦ contract number

Generate the report for reference or as a part of the partial and final estimate processes.

### **Types of Work by a Subcontractor**

Displays the DS vendor number, and firm name for all of the contractors that perform a given type of work.

Criteria selections required to generate the report are:

- ♦ Type of work

# DOH Vendor Standard Reports

## **Approved Producer/Suppliers**

This report displays a list of Producer/Suppliers using various filters:

- ◆ Producer/Supplier name
- ◆ Status – Active, Revoked, or Expired
- ◆ Facility Type
- ◆ Facility City
- ◆ Division/Unit

Report provides the Producer/Supplier name, Phone and Fax numbers, Division, Section, Plant ID, Status, Certificate Number and Certificate Date.

## **Course Test Results by Class**

This report provides information on various Technician Certification courses, providing the following filter criteria:

- ◆ Course Name
- ◆ Course City
- ◆ Course State
- ◆ Instructor Name
- ◆ Class Start Date Range

The report results include Course Name, Instructor Name, Student (Technician) Name, Technician ID, Company Name (if applicable), Class Start/End Dates, Test Score, and Pass/Fail Indicator.

## **Course Test Results by Instructor**

This report provides information on various courses by each Instructor, providing the following filter criteria:

- ◆ Course Name
- ◆ Course City
- ◆ Course State
- ◆ Instructor Name
- ◆ Class Start Date Range

The report results include Course Name, Instructor Name, Class City/State, and Number of Students (Technicians) who Passed, Failed, Exempt or Incomplete.

### **DBE Certification Renewal**

This report displays contractors based on selection of *Renewal Date* filters. The user can specify a range of from and to dates, or select a Past Renewal or Upcoming Renewal filters. The report displays the Address of Record as default, and different address types can be selected from a drop-down list. The default displays all contractors that have not been removed from certification and all certification types, and these filters can be modified to display removed contractors and/or different certification types, as above.

### **DBE Directory**

This report will list all contractors that have Civil Rights Certifications, excluding only those contractors that the Civil Rights Group has removed from certification status. The report defaults to display the Address of Record and all of a contractor's certifications (DBE, MB, and WB). The report defaults can be modified to display different address types, contractors which have been removed from certification, and different combinations of certification types (such as only WB firms, only MB firms, etc.).

### **Former Names of Transferred Facilities**

This report provides ability to search for Facilities who were formerly owned by a different Producer/Supplier.

### **Highway Contractors**

This report will provide the ability to list contractors based on a Contractor Type filter. Selections are presented for *ALL*, *Pre-Qualified*, and *Subcontractors*. The default selection is *ALL*. The displayed title of the

report will change depending on which *Contractor Type* option is selected.

The report also provides a *Firm Name* filter which will enable users to display only records matching what is entered (for example, with the Contractor Type filter set to *ALL*, entering the letter “A” in this field will return all pre-qualified and subcontractor firm names beginning with “A”). Users also have the option of checking a “*Contains*” box, which instructs the system to search for firm names containing the words or letters entered. The *Firm Name* filter works in conjunction with the Contractor Type selected.

### **OJT/Apprenticeship Report**

Provides a report of existing On the Job Training or Apprenticeship programs that have been initiated to achieve certain Certifications. Available filter criteria includes:

- ♦ Program Name
- ♦ Final Review Technician Name
- ♦ Completion Date Range

Report results display information including Program Name, Final Review Technician Name, Student Name, Program Score and Completion Date.

### **Other Types**

Provides a list of DOT Vendors who are not Pre-Qualified Contractors or Contractors, but provide a supply or service. Report filter criteria includes:

- ♦ Vendor Type
- ♦ Firm Name

Report information includes Company Name, Address, and Phone number.

### **Prequalified Contractors**

The report displays contractors that are currently prequalified (determined by system checking that the Pre-qualification Expiration Date is greater than the current date). The report provides an *Address Type* filter, the default for which is set to Address of Record, but can be changed to display branch offices, billing addresses, etc. The report also provides a *Firm Name* filter that will enable users to display only records matching what is entered, as well as the “*Contains*” option described in the Contractors report section above.

### **Prequalified Contractors Expiration**

The report lists contractors based on the *Pre-Qualification Expiration Date* filter criteria selected. The user can specify a range of *From* and *To* dates, or select an *All Expired* or *All Unexpired* filter. The report displays the Address of Record as default, and different address types can be selected from a drop-down list. The report also provides a *Firm Name* filter that will enable users to display only records matching what is entered, as well as the “*Contains*” option described in the Contractor Report section above.

### **Product Report**

The report lists products that currently are or have undergone product evaluation in the Vendor system. Report filter criteria includes:

- ◆ Product Status
- ◆ Approval Responsibility (Group)
- ◆ Sorted by Product ID, Manufacturer, Group name, or Brand Name.

### **Technicians Certifications**

The reports lists information on individual Technician certification. Report filter criteria includes:

- ♦ Technician Name
- ♦ Producer/Supplier Name
- ♦ Office Location
- ♦ Certification Type
- ♦ Certification Status
- ♦ Staff Status
- ♦ Certification Expiration Date Range

### **Certified Welder Report**

This report has been created to display those types of welds each technician is certified to perform. The report will display same information as the Technician Certifications report, but will contain information specific to welders. Report filter criteria includes:

- ♦ Technician Name
- ♦ Producer/Supplier Name
- ♦ Office Location
- ♦ Certification Status
- ♦ Staff Status
- ♦ Certification Expiration Date Range